VILLAGE OF SHERWOOD

RESERVATION APPLICATION

SHERWOOD COMMUNITY CENTER
W489 CLIFTON RD, SHERWOOD
NON-SMOKING FACILITY

KEY #: _____
RET'D: _____
DEPOSIT:
REFUND: ☐
DEDUCT: _____

RECEIPT#_____

TODAY'S DATE: _____

PLACEMENT OF ITEMS INTO FACILITY OR REFRIGERATOR PRIOR TO THE DATE REQUESTED IS PROHIBITED. DEPOSIT MAY BE FORFEITED.

NAME: _____
(Applicant must match Depositor)

ADDRESS: _____

_____

TELEPHONE #: _____

REASON FOR USE: _____

DATE(s) REQUESTED: _____

TIME REQUESTED: _____ TO _____
**Note: Community Center hours are 7AM to 12AM (midnight)*

DEPOSIT FEES WILL BE AS FOLLOWS:

RESIDENT DEPOSIT: $150.00 Date Paid _____ ck#/cash _____

RENTAL FEES WILL BE AS FOLLOWS: (Rental fee is in addition to deposit)

RESIDENT: $35.00 Date Paid_____ ck#/cash_____

For Facility use requests: DEPOSIT IS REQUIRED AT TIME OF APPLICATION. DEPOSIT WILL BE REFUNDED IN FULL IF RESERVATION IS CANCELED AT LEAST 30 DAYS PRIOR TO DATE OF PROPOSED EVENT. ONCE PAID, THE FEE IS NON-TRANSFERABLE TO ANOTHER DATE OR TIME. DEPOSIT WILL BE REFUNDED WHEN KEY IS RETURNED AND VILLAGE EMPLOYEES VERIFY FACILITY IS PROPERLY CLEANED AFTER USE. POSSIBLE FORFEITURE OF DEPOSIT AND/OR FUTURE USE MAY OCCUR IF VILLAGE EMPLOYEES MUST CLEAN AND/OR REARRANGE FURNITURE AFTER SCHEDULED USE, OR IF PROPERTY IS DAMAGED. **ALL DEPOSITS MAY TAKE UP TO TWO (2) WEEKS, OR LATER, TO RETURN AND WILL BE REFUNDED IN A FORM OF A CHECK.** SIGN OUT KEY AT VILLAGE OFFICE NO EARLIER THAN TWO BUSINESS DAYS PRIOR TO THE EVENT. THE KEY SHALL BE RETURNED TO THE VILLAGE OFFICE OR DROPPED IN THE PAYMENT BOX OUTSIDE THE OFFICE DOOR THE FIRST BUSINESS DAY FOLLOWING THE EVENT. USERS WILL HAVE $10 PER DAY DEDUCTED FROM THE DEPOSIT FOR LATE KEY RETURNS. VILLAGE OFFICE HOURS ARE 8:30 A.M. TO 4:30 P.M. MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS. THE VILLAGE OFFICE IS NOT OPEN ON SATURDAY OR SUNDAY. **FOR IMMEDIATE ASSISTANCE, PLEASE CONTACT THE NON-EMERGENCY CALUMET COUNTY SHERIFF'S DEPT. AT (920) 849-2335.**

THE FACILITY USER AGREES TO DEFEND, PROTECT, INDEMNIFY AND HOLD HARMLESS THE VILLAGE OF SHERWOOD AGAINST AND FROM ALL CLAIMS ARISING FROM THE NEGLIGENCE OR FAULT OF THE ABOVE-NAMED FACILITY USER OR ANY OF THEIR AGENTS, FAMILY MEMBERS, OFFICERS, VOLUNTEERS, HELPERS, PARTNERS, ORGANIZATIONAL MEMBERS OR ASSOCIATES WHICH ARISE OUT OF THE ABOVE IDENTIFIED FACILITY USAGE. PLEASE REFER TO ADDITIONAL FACILITY RULES/REGULATIONS AND SPORTS VENUE RULES/REGULATIONS FOR FURTHER INSTRUCTIONS ON MAINTAINING SPACE(S).

Additionally, the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE(S) OF ACTIVITY OR USAGE that is brought against the VILLAGE OF SHERWOOD by the above named FACILITY USER or any AGENT OF SAID USER whether such claim arises from the alleged negligence of the VILLAGE OF SHERWOOD, its employees or agents or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

When signing this agreement, the applicant understands and agrees that all keys shall be returned to the Village Office at the conclusion of all requested scheduled date(s) provided for respective program, no exception. This agreement includes storage keys used by authorized personnel. All deposits may take up to two (2) weeks, or later, to return and will be refunded in a form of a check to the named applicant above.

THE APPLICANT SIGNING THIS AGREEMENT WILL BE HELD RESPONSIBLE FOR ALL DAMAGES AND CLEANING. USERS SHALL COMPLY WITH RULES AND PROCEDURES AS OUTLINED ON THE REVERSE SIDE OF THIS AGREEMENT. *THE VILLAGE OF SHERWOOD HAS THE RIGHT TO ACCEPT OR DENY ANY APPLICATION.* **IF THROUGH YOUR FAULT, A VILLAGE EMPLOYEE IS CALLED INTO WORK AFTERHOURS OR ON A WEEKEND; YOUR SECURITY DEPOSIT WILL BE FORFEITED.**

APPLICATION APPROVED BY:

_____

SIGNATURE OF APPLICANT:

_____

CHECK LIST FOR CLEANING AND GENERAL FACILITY CARE

SHERWOOD COMMUNITY CENTER

IMPORTANT: **Failure to comply with any or all of the items listed on the checklist shall result in a reduction or forfeiture of the deposit.**

KITCHEN: The kitchen is available for usage (oven, microwave, refrigerator, and sink). NO USE OF GRILLS, OILS, OR FRYERS OF ANY KIND IN ANY SPACE OF FACILITY – USE WILL BE SUBJECT TO FORFEITURE OF DEPOSIT AND POSSIBLE BAN OF FUTURE USE.

HOURS: Community Center can only be rented on the requested day from 7AM to 12AM (Midnight).

CLEANING: This facility shall be cleaned at completion of your scheduled rental use. There is a broom, and mop behind the bar. **You will need to supply your own cleaning supplies** including cloths and/or towels. Please do not use any abrasive materials for cleaning. Refer to checklist below.

DECORATIONS: Feel free to decorate your rented space, however, please use only fireproof decorations and affix them with masking tape. NO TASKS OR NAILS OF ANY KIND ARE PERMITTED. Please use decorations that will not cause damage to Village property and remove all decorations at end of the rental. The use of confetti or confetti-type material is prohibited. Rental groups are responsible for the removal of all decorations including masking tape, and clearing tables and counters of all perishables.

All supplies located in the cupboards, refrigerator, the heating table and dishwasher are owned by the Calumet County Aging Unit and cannot be used by the general public.

- ☐ **THIS IS A NON-SMOKING FACILITY.**
- ☐ VACUUM RUGS AND CARPETED AREAS.
- ☐ SWEEP TILE FLOORS (including rest rooms).
- ☐ MOP TILE FLOORS (including rest rooms).
- ☐ WIPE TABLES AND CHAIRS.
- ☐ REPLACE TABLES AND CHAIRS TO PROPER ARRANGEMENT - Four rows of (2) tables placed end to end (ends facing the open floor and west kitchen area wall), 8 chairs (4 on each side of tables) placed around each row. Long table with coordinating chairs near the trophy case. **A diagram of the layout can be found on the wall to the left of the kitchenette window area.**
- ☐ REPLACE EXTRA CHAIRS USED TO THE CHAIR RACK. (There are approx. 100 chairs/10 tables. If more tables or chairs are required for your gathering, you must supply your own.)
- ☐ WASH COUNTERS IN KITCHEN, STOVE TOP, REFRIGERATOR, AND CHECK THAT THE FREEZER DOOR IS CLOSED TIGHTLY.
- ☐ ALL GARBAGE IS TO BE REMOVED FROM THE BUILDING AND TAKEN WITH YOU FOR YOUR DISPOSAL. Replace full garbage bags with clean garbage bags. *Do not place garbage into receptacles without a bag!*
- ☐ CLEAN BAR, IF USED.
- ☐ BATHROOMS: FAUCETS OFF, TOILETS CLEAN, FLOORS CLEAR OF DEBRIS, AND GARBAGE REMOVED. TURN OFF LIGHTS.
- ☐ TURN OFF ALL LIGHTS AND LOCK DOORS (There will be 3 night lights on in the main hall and 1 night light on in the hallway when all switches are off after approximately 7:00 PM. Please remember to shut lights off in bathrooms – they are not automated!).
- ☐ YOU MUST CLEAN THE FACILITY AND REMOVE ALL BELONGINGS AT THE END OF YOUR EVENT - **SAME DAY – NO EXCEPTIONS!**
- ☐ RETURN KEYS TO OFFICE NO LATER THAN THE FIRST BUSINESS DAY AFTER RENTAL. (As an alternate option, you may place the rental key in the drop-box, conveniently outside the Village Office across the street at W482 Clifton Road when you are done with your rental.)

TEMPERATURE CONTROL: The temperature is set at 63 ° during the winter to conserve on energy. A temperature control knob is located above the light switch panel on the west wall as you enter the facility. To increase heat to a more comfortable temperature, please turn the dial clockwise. This will increase the temperature for a period of two hours. Repeat as needed. The temperature control is the same for the air conditioner in summer. Set to comfort range, example 72 °, and repeat every two hours.